

- A. Incumbent is responsible for all non-adjudicatory aspects of non-immigrant Visa processing, including: the collection and screening of incoming documentation. From a variety of sources, including official and diplomatic visas; data entry of cases and printing issued visas; scanning CAT 1 files and referrals; management of NIV files and sending files to permanent storage; enters namechecks for other Embassy sections.
- B. Manages NIV appointment system, diplomatic and official visa requests, including: Providing guidance to government officials, up to Ministerial level; coordinating with Scholarship and Exchange programs to facilitate student and exchange visitor visa applications; contacting VIP's to make special visa appointments; taking NIV appointments and communicating daily section appointment schedule to local guard staff.
- C. Identifies fraud indicators in applications and performs anti-fraud document review. Develops contacts in banks, government agencies and businesses in order to verify information on suspect applications. Familiar with security features of passports and other local documents so as to identify fraudulent documents.
- D. Manages the section's public information program in coordination with the Public diplomacy Section, verifies the accuracy of the Consular NIV section website; updates public information for handouts to reflect regulatory changes; answering telephone, e-mail and written inquiries.
- E. Serves as Consular Section Chief's secretary, making appointments, screening telephone calls and typing correspondence by Section Chief pertaining to NIV's.
- F. Drafts basic NIV cables based on Foreign Affairs Manual models and NIV correspondence for Consular officer's approval.
- G. Serves as back-up for other section employees. Understands and applies regulations and requirements for legal documents for IV and passport applications.